

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-049 & #08-050
Final Filing Date:	November 3, 2008 or Until Filled

Position:	Salary:	Location:
Staff Services Analyst (General) (2 positions available)	Range A - \$2,817 - \$3,426 Range B - \$3,050 - \$3,708 Range C - \$3,658 - \$4,446	Office of Statewide Health Planning & Development Healthcare Workforce Development Division (HWDD) Shortage Designation Program 400 R Street, Suite 330 Sacramento, CA 95811

General Statement:

Do you want to work in an organization that is a 2006 Sacramento Workplace Excellence Leader award winner? Under the supervision of the Staff Services Manager II (SSM II), Access to Care Section, the incumbent performs complex technical analytical staff services work within the Shortage Designation Program. Duties include but not limited to:

Duties:

- Review and analyze applications for Health Professional Shortage Area (HPSA) designations. Verify data in the application to determine whether the proposed application conforms to the federal criteria. Provide comments, relevant data and recommendations to the SSM II, and the Federal Shortage Designation Branch in Rockville, Maryland as to whether California should approve such designations.
- Review and analyze requests received for designation as Medically Underserved Area (MUA)/Medically Underserved Population (MUP). Provide comments, relevant data and recommendations to the SSM II and submit findings to the Federal Shortage Designation Branch as to whether California should approve such designations.
- Provide subject matter expertise, evaluation, technical consultation, policy interpretation and consultation to primary care/dental/mental health clinics and potential applicants seeking designation opportunity; analyze and advise applicants on what designation is appropriate for their needs.
- Compose ArcGIS maps on Medical Service Study Areas (MSSAs); geo-code relevant large databases and employ ArcGIS software to demonstrate spatial distribution of healthcare resources by sub-county and sub-city geographical units. Respond to telephone and correspondence inquiries relative to application status. May require applicant resource confirmation and requests for additional applicant information.

Desirable Qualifications:

- Excellent interpersonal skills.
- Ability to analyze data and present ideas and information both orally and in writing.
- Good judgment in dealing with management, staff, various healthcare stakeholders, and public agencies.
- Working knowledge of computers and applicable software programs.

Who May Apply:

Applications will be accepted from individuals currently in the above class or individuals who have list, transfer or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP – Healthcare Workforce Development Division
Attn: Konder Chung, SSM II (**JOB# 08-049 & 08-050**)
400 R Street, Suite 330
Sacramento, CA 95811

For more information contact Konder Chung at (916) 326-3706.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.